



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Analyst Trainee [Classified Non-Competitive]			Salary P95 \$41,230.15
Posting Number 57-16	Position Number 953096	Number of Positions 1	Posting Period * From: 5/5/2016 To: 5/19/2016
Location: Health and Agriculture Building, 7th Floor Office of Grants and Auditing 369 South Warren Street, Trenton NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>The Analyst Trainee will learn to utilize the NJ System for Administering Grants Electronically (SAGE), NJ Grantee Single Audit Tracking System (GSA), and the Department Grant Auditing Tracking System (GAT) and to perform monitoring procedures on grant sub-recipient audit reports in accordance with Circular OMB A-133 and Circular NJ OMB 04-04.</p> <p>The Analyst Trainee will learn to conduct the annual internal control assessment for the Department in accordance with Circular NJ OMB 03-08.</p> <p>The Analyst Trainee will learn to conduct financial and/or operational audits or program evaluations at the request of Management.</p> <p>The Analyst Trainee will learn to provide supervision, training, and assistance to audit unit staff, technical audit advice to grant recipients and Department staff. S/he may be a liaison to outside auditors such as for the NJ Single Audit, and s/he will learn to assist Management with other major goals of the Audit Program.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>REQUIREMENTS:</p> <p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility is necessary to perform the essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Jill Velez, Executive Assistant 3 Management and Administration Reference Posting # New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTMA@doh.nj.gov * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**

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